

**Citizens' Advisory Committee (CAC)  
Meeting Minutes  
April 17, 2018**

**CAC Members Present:**

Sue Habel  
Bliss Jamison  
Marcia Stevens-Foltz  
Gilles Blais, Vice Chairperson  
Nora Jane Gillespie  
Bob Storke  
Alan Peterson  
Joe Villanella  
Bobby Ball  
Jack Delaney  
Terry Bledsoe  
Patricia Lipovsky  
Elizabeth Alicia Lendian  
Melissa Winsett (non-voting)  
Edie Biro  
Vickie Wyche (non-voting advisor)

**CAC Members Absent:**

Janet Deyette, Chairperson (excused)  
Ralph Bove  
Daryl Hickman  
Faith Alkhatib (non-voting)  
Bob Owens  
Susan Elliott

**Others Present:**

Debbie Stewart, Recording Secretary  
Pam Blankenship  
Colleen Nicoulin  
Lois Bollenback  
Stephan Harris  
Aarti Sharma  
Vince Wang  
Lara Bouck  
Antoine Khoury  
Brian Walker  
Laura Turner  
Dale Cody  
Jonathan Katz

**Representing:**

Daytona Beach  
Edgewater  
Flagler County  
Holly Hill  
New Smyrna Beach  
Orange City  
Palm Coast  
Ponce Inlet  
Port Orange  
South Daytona  
Volusia County  
Volusia County  
Volusia County  
Volusia County Traffic Engineering  
Votran (CTC)  
FDOT District 5

**Representing:**

Deltona  
DeBary  
Flagler Beach  
Flagler County Traffic Engineering  
Flagler County Transit  
Pierson

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
H.W. Lochner  
Holly Hill  
Holly Hill  
Citizen  
Metric Engineering  
Metric Engineering

**I. Call to Order / Roll Call / Determination of Quorum/Pledge of Allegiance**

Vice Chairperson Blais called the meeting of the River to Sea Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) to order at 1:15 p.m. The roll was called and it was determined that a quorum was present.

**II. Introduction of New TCC Members (TCC Only)**

### III. Press/Citizen Comments

There were no press/citizen comments.

### IV. Action Items

#### A. Review and Approval of March 20, 2018 CAC Meeting Minutes

**MOTION:** *A motion was made by Mr. Ball to approve the March 20, 2018 CAC meeting minutes. The motion was seconded by Mr. Storke and carried unanimously.*

#### B. Review and Recommend Approval of Resolution 2018-## Amending the FY 2017/18 to 2021/22 Transportation Improvement Program (TIP)

Ms. Nicoulin stated this proposed amendment is for three projects; the first two are FDOT resurfacing projects along I-95. The first one is to revise the funding to add an additional \$4.92 million to the construction phase; the second one is to program new funding of \$1 million to the design phase. The third project is a Volusia County project which is programming local funding in the amount of \$110,000 for the design phase of East Volusia Traffic Management Center.

Mr. Peterson stated he travelled I-95 today from Flagler County and it does need to be resurfaced. He stated that the washboarding is bad along US 1 to SR 40; he asked if that was on a schedule to be resurfaced as well.

Ms. Wyche replied she would research that and get back to him.

Ms. Habel asked where the East Volusia Traffic Management Center is located.

Ms. Winsett replied the county is still trying to find a suitable site but it will probably be on US 92.

Ms. Nicoulin stated this project is programming funding for the relocation of fiber optics; it is not for design of the building.

Ms. Winsett stated the Volusia County Public Works Department is trying to centralize everything instead of being spread out through the county to be more efficient.

Ms. Habel asked if they are looking at existing county facilities.

Ms. Winsett replied the existing fiber optics will have to be relocated when the new building is constructed.

Ms. Nicoulin stated there is going to be a new Public Works building that will house more than just the Traffic Management Center; this is being funded in order to get the fiber optics and equipment there that will support the Traffic Management Center. This is the local match that the county is paying; it is not coming out of the TPO's federal set-aside funding.

Ms. Habel asked where the facility will be located.

Ms. Winsett replied the county is negotiating with a landowner; potential sites could be on US 92 or SR 44. It is really premature and they have not released a location yet. The county is also pursuing a lot of Intelligent Transportation Systems (ITS) smart system signal projects that will require extra data storage and a facility. The facility will have to be able to manage all that.

Ms. Habel asked what the time frame is for this project.

Ms. Winsett replied she could not say; from what she has heard, construction should be underway within a year or year and a half.

Ms. Nicoulin stated the programming for this dollar amount is for next fiscal year for design, not construction.

**MOTION:** *A motion was made by Mr. Storke to recommend approval of Resolution 2018-## amending the FY 2017/18 to 2021/22 Transportation Improvement Program (TIP). The motion was seconded by Ms. Bledsoe and carried unanimously.*

C. **Review and Recommend Approval of Resolution 2018-## Adopting the FY 2018/19 and 2019/20 Unified Planning Work Program (UPWP)**

Ms. Nicoulin stated the Unified Planning Work Program (UPWP) was developed by TPO staff and the UPWP Subcommittee and was presented to advisory committees and the TPO Board. It was submitted to FDOT and Federal Highway Administration (FHWA) for review and comment. The TPO received three minor comments which were incorporated into the document. The resolution is for a recommendation to adopt the UPWP.

**MOTION:** *A motion was made by Ms. Lipovsky to recommend approval of Resolution 2018-## adopting the FY 2018/19 and 2019/20 Unified Planning Work Program (UPWP). The motion was seconded by Ms. Biro and carried unanimously.*

D. **Review and Recommend Approval of the 2018 River to Sea TPO's "Tell the TPO" Survey Questions and Survey Kick-Off**

(Handout)

Ms. Blankenship introduced Ms. Lara Bouck, H.W. Lochner, Project Manager, to give the updated presentation.

Ms. Bouck gave a PowerPoint presentation and stated the goals of the survey. The survey will launch on Monday, April 30, 2018; the online version will go live on that date and hard copies will be dispersed throughout the area. The draft questions are provided in the agenda. There was space for two new questions and based on instructions from the TPO Board those questions have been identified. New question 9 asks which types of transportation projects are the highest priorities to fund with the TPO's limited resources and new question 10 asks which of the 10 highest crash locations are of greatest concern. She reviewed the marketing plan which is designed to get the maximum exposure; the target goal is to receive 2,000 responses. The survey will be available in English and Spanish. A random prize drawing is a two-night stay for two people in a local area hotel. She reviewed the TPO Board and the committee Ambassador Challenge; the winner of each will receive a trophy. On Friday, April 27, 2018, an email will be sent to the BPAC members with the link specific to the BPAC to forward to family and friends. There will also be an update in May on which committee is in the lead.

Ms. Lendian referred to Question 10 that asks about specific intersections and asked why the International Speedway Boulevard (ISB) and Tomoka Farms Road intersection was not listed.

Ms. Blankenship replied the question includes the top ten crash intersections in the planning area based on the TPO's Crash Analysis Report.

Ms. Bouck stated there is a space on the survey instrument for respondents to put additional comments for anything they feel needs attention.

Ms. Habel stated she shares the concern about the Tomoka Farms Road and the Beville Road extension. She asked what members were expected to do with the email when it is received.

Ms. Bouck replied there will be a link to the survey with suggested language explaining the survey to forward to friends, family, co-workers, etc.

Ms. Habel asked if they were planning on coordinating with other county departments such as the library and what events they were planning on attending.

Ms. Bouck replied yes; they will attend One Voice for Volusia's next meeting, they have reached out to Cycle Flagler, a car show in DeLand and the farmer's markets.

Mr. Peterson referred to the marketing plan and asked how many events they were going to attend.

Ms. Bouck replied three; one in East Volusia, one in West Volusia and one in Flagler County.

Ms. Blankenship announced the TPO will also be present at the Oak Hill River Fest.

Mr. Peterson referred to Question 10 and the most dangerous intersections and asked if that information would be correlated to the location of the respondent.

Ms. Bouck replied yes, they will be able to correlate that; the survey asks the zip codes of where the respondent lives and works.

Mr. Peterson confirmed they would know which respondents were from Flagler County and what intersection is most important to them. He referred to the optional questions that refer to race and income and asked what relevance that has to the survey.

Ms. Blankenship replied that lets the TPO know if they have reached out to a good section of each area; those are optional questions and people do not have to answer.

Mr. Peterson commented that because of the controversy with the census question he wondered if it should be there; he was unaware of any enclaves in Flagler County and Volusia County that are ethnically related. He asked if it was by ethnicity or income.

Ms. Blankenship replied FHWA requires the TPO to track how it is reaching out to the underserved and low income population.

Ms. Lendian commented she did not see Uber or that type of transportation as a choice for Question 2 and asked if there was a place to write it in.

Ms. Blankenship replied it is not an option because the question asks what type of transportation is used three or more times a week. Typically, Uber is not used more than every once in a while. In the future, as it becomes more popular, that response will be added.

Ms. Lendian replied she asked because her daughter's boyfriend recently used Uber to go to and from work for a several weeks while his car was being repaired.

Ms. Habel agreed; it should be added.

Mr. Peterson suggested that if Uber is added, it should be Uber/Taxi.

Ms. Blankenship asked if the committee was requesting the addition of an Uber/Taxi option to Question 2.

The committee confirmed.

Ms. Stevens-Foltz referred to the link the members would receive and asked if it went to just the survey in the link or if it went to another page that information on the survey.

Ms. Bouck replied members will receive a sample email to use if they wish and the survey website will have information about the TPO and the survey campaign.

Ms. Blankenship explained the link will go directly to a page similar to the one shown on the screen and will explain the purpose. There are flyers available that have more information.

Ms. Gillespie commented that 38% of the public does not have a computer and asked how the survey would reach them.

Ms. Bouck replied there will be hard copies available at the libraries, schools, Department of Motor Vehicles, courthouses, bus stations, etc.

Ms. Gillespie suggested having them at the museums; there are two in New Smyrna Beach and she would like to see them at both. There has been good response from the public when the museums were used to get the word out. She also suggested contacting the League of Cities to help with distribution. She likes that the survey asks for both a home zip code and a work zip code. She will put the flyer up at her church and Homeowner's Association bulletin boards.

***MOTION: A motion was made by Ms. Lendian to recommend approval of the 2018 River to Sea TPO's "Tell the TPO" Survey questions with the addition of the Uber/Taxi option to Question 2. The motion was seconded by Ms. Gillespie and carried unanimously.***

## **V. Presentation Items**

### **A. Presentation and Discussion to Bundle Holly Hill Sidewalk Projects Along Center Avenue, Flomich Street and 15<sup>th</sup> Street**

Ms. Nicoulin stated the TPO received a request from the city of Holly Hill to bundle five separate projects that are currently on the Bicycle/Pedestrian Priority List. One project is on Tier A and is funded for design, two projects are on Tier B awaiting funding, and two projects are on Tier C awaiting feasibility studies. One of the feasibility studies has been completed; the other project is currently ranked at number 10. There is a representative here from Holly Hill to provide more information on the request.

Mr. Antoine Khoury, City Engineer for Holly Hill, gave a PowerPoint presentation and explained the city's plan for moving forward with these sidewalk projects. The main goal of these projects is to serve Holly Hill Elementary School and improve pedestrian circulation for school access. He reviewed the individual projects for Center Avenue, which has two phases; Flomich Street, which has two phases; and 15<sup>th</sup> Street, which has one phase. Flomich Street, Phase 1, is on Tier A and is funded for design in FY 2018/19; the city is requesting a delay of this funding to FY 2019/20 and would like to combine all five projects under one contract. This recommendation came from Volusia County; they believe it will save money and it will reprioritize these projects by cost effectiveness. The city is requesting funding for design in FY 2019/20. The city would like to maintain the option of partnering with Volusia County or have the city get Local Agency Program (LAP) certified. The city is requesting \$235,000 from FDOT for design; the city will provide a 10% local match of \$23,500 bringing the total design cost to \$225,250.

Ms. Nicoulin stated this request is a first for the TPO and they wanted to bring it before the committees to get feedback.

Ms. Gillespie asked if any of these projects are currently in the Transportation Improvement Program (TIP).

Ms. Nicoulin replied yes; the project on Tier A is funded for design for next year.

Ms. Gillespie asked if this request would cause a problem within the organization if the projects are consolidated. She can see the point of the request and it looks good but the TPO has never done this before.

Ms. Nicoulin replied it has not been done before; the TPO wants to know the concerns of the committees and the TPO Board.

Ms. Gillespie asked how long it would take the city to get LAP certified.

Mr. Khoury replied it could be as quick as two months or it could take as long as nine months; that is why the city is asking for the delay in funding.

Mr. Peterson asked in what way bundling the projects would be cost effective. It is now a series of projects at different levels on the priority list; he asked what the cost effectiveness of consolidating the projects would be.

Mr. Khoury replied it would be in having one contract instead of advertising and awarding five different contracts. The city would like to have the priority of the projects re-established; some of the projects have right-of-way issues and the ones that do not can move forward faster. Flomich Street has right-of-way challenges and he is not sure if it can move forward as the first project whereas Center Avenue has 100 feet of right-of-way and can be done much faster.

Mr. Peterson asked if these projects are consolidated into one project how it would affect other projects currently on the priority list.

Ms. Nicoulin replied the one project on Tier A is funded for design; the next projects on Tier B are awaiting funding. She showed the priority list and explained what projects will fall off and how the Holly Hill projects would move up. One of the feasibility studies on Tier C has been completed; the other project would come off Tier C and roll into the bundle. Tier B projects would not affect any other project but the projects on Tier C would.

Mr. Peterson asked what happens to the money from the project that is funded.

Ms. Nicoulin replied the city is requesting that project be deferred for one year. The TPO funds projects as money becomes available; it does not look like there is money to fund this project next year. The TPO has already programmed its money for next year.

Discussion continued.

Ms. Bollenback stated the TPO has worked with cities before to bundle projects; but typically, the projects come in that way. Originally, Holly Hill did not have the staff to get LAP certified; they have since hired someone to do that. Before that, they were working with Volusia County; the county wants it as one bundled project rather than having five contracts. The challenge is the TPO has not changed a project to a bundled project after they are on the priority list; how to do this without setting a precedent. These are projects that link together and they could have been submitted as one project. Some of the projects have right-of-way issues and some can be done easily; by bundling the projects, they can go through the design process and see what is easy and what is not and then separate the projects. The question is how to do this within the TPO's process so that it does not harm other projects.

Discussion continued.

Ms. Lipovsky asked what the cost difference would be between bundling the projects and keeping them individual projects.

Ms. Bollenback replied there are costs that are not quantified such as going through the LAP process and issuing contracts five times instead of one. Also, smaller projects get bid at higher unit costs so by bundling them it is more competitive.

Mr. Khoury stated the most important thing is the LAP certification; if the projects are separate, the city will have to get prequalified five times. They would like the option to reprioritize these projects based on the available right-of-way. Center Avenue has no right-of-way issues and could move up first.

Discussion continued.

Vice Chairperson Blais closed the discussion due to time constraints.

**B. Presentation and Discussion of the 2018 R2CTPO Annual Planning Retreat**

(Handout)

Ms. Blankenship gave a PowerPoint presentation of the 2018 R2CTPO Annual Planning Retreat and stated it was held Friday, March 23, 2018 at the Brannon Center in New Smyrna Beach in partnership with Volusia County Association for Responsible Development (VCARD). There were 126 attendees including TPO Board advisory committee members, the press, citizens, consultants, city and government staff, as well as VCARD members. The purpose of the retreat was to provide a forum to discuss and explore current and future transportation technology. It also incorporated some of the TPO's core planning elements including the 2045 Long Range Transportation Plan (LRTP) and how the TPO will include advancing technologies. She reviewed the opening exercise, the five presentations and presenters and showed a video on how the "Travel Safely" app works. She explained the different vehicles on display and stated test rides were given in the autonomous Tesla; the "Travel Safely" app was used in that vehicle. She stated the TPO conducted a post-retreat survey that and the results were positive; respondents rated the retreat nine out of ten in satisfaction. The survey suggested topics for next year's retreat and the top selection was "Transportation in Supporting Economic Development" followed by "What Will Transportation Look Like in the Next 25 Years". All the presentations given at the retreat are available on the TPO's website.

**C. Presentation and Discussion of the R2CTPO Transportation System Management & Operations (TSM&O) Master Plan**

Ms. Nicoulin introduced Mr. Dale Cody, Metric Engineering, to give the presentation. Phase 1 of the TSM&O Master Plan was completed in 2016 and in August, the TPO started Phase 2.

Mr. Cody gave a PowerPoint presentation of the R2CTPO Transportation System Management and Operations (TSM&O) Master Plan. He explained that TSM&O are strategies that use technology to leverage existing roadway infrastructure such as traffic signals. Typically, these are actively managed with real-time operations and not something that has been traditionally funded through an MPO. TSM&O can identify detector failures, help with evacuations, incident management and surveillance to allow operators to view the roadways and incidents in real-time. To do this appropriate staffing and resources are needed to expand the infrastructure, fill in gaps in fiber optics, etc. Currently, it is funded below the level recommended by FHWA. Interagency cooperation and data sharing with other agencies is very important. The results of effective TSM&O are fewer unnecessary delays, smooth evacuations and improved incident management. Also, we will be able to do performance measurements, leverage FDOT assets and increase efficiency for lower cost than traditional roadway improvements. He reviewed the strategies from implementation and potential avenues for funding. TSM&O benefits all users of the roadway systems and makes the transportation system reliable and consistent.

**D. FDOT Report**

The FDOT report was provided in the agenda.

**E. Volusia and Flagler County Construction Reports**

The Volusia County Construction Report was provided in the agenda. There is no Flagler County Construction Report this month.

**VI. Staff Comments**

- Update on Annual Call for Projects
- Update on Rectangular Rapid Flashing Beacons (RRFBs)

Ms. Nicoulin will follow up with an email regarding the staff comments due to time constraints.

**VII. CAC Member Comments**

There were no member comments.

**VIII. Information Items**

- CAC & TCC Attendance Records
- March 28, 2018 River to Sea TPO Board Meeting Summary
- March TPO Outreach and Events
- Regional Resiliency Action Plan Listening Session

**IX. Adjournment**

There being no further business, the CAC meeting adjourned at 3:00 p.m.

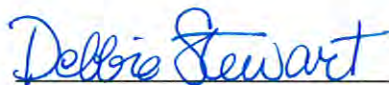
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



MS. JANETTE DEYETTE, CHAIRPERSON  
CITIZENS' ADVISORY COMMITTEE (CAC)

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of the minutes of the April 17, 2018 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 15<sup>th</sup> day of May 2018.



DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION